

**12 April 1995**

**Engineer**

**Civil**

**PROGRAM**

**HAZARDOUS WASTE**

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This instruction establishes procedures and responsibilities for conducting hazardous waste inspection at Satellite Points and Accumulation Areas at Laughlin Air Force Base. It applies to all organizations managing these points or areas at Laughlin Air Force Base.

**1. General:** The Hazardous Waste Program is concerned with prevention and control of adverse effects in the work environment. Successful accomplishment requires close teamwork between the various base agencies, military and civilian, as well as supervisors and employees working in potentially hazardous areas. Inspection of hazardous waste and used petroleum products is necessary in order to identify and correct any problems that might occur.

1.1. Applicable Documents: Laughlin Air Force Base Used Petroleum and Hazardous Waste Management Plan, 30 Apr 94.

1.2. Inspections: Laughlin AFB Form 129, **Inspection Checklist**, will be used.

**2. Definition of Terms:**

2.1. Satellite Accumulation Point. A container designated as the receptacle for a particular waste stream.

2.2. Accumulation Areas. Used to store hazardous wastes and used petroleum from several satellite points for up to 90 days.

**3. Inspection Checklist:**

3.1. First section. The upper left section of Inspection Checklist, page 1.

3.2. Second section. Bottom part of Inspection Checklist, page 1 and all of Page 2 of the same document.

3.3. Third section. The upper right section of Inspection Checklist, page 1.

3.4. Satellite Point. The number assigned for that point.

3.5. Location. The location of the Satellite Points or Accumulation Area.

3.6. Shift. First, second, or third shift.

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- 3.7. Inspector. Qualified and certified by the base as a Satellite Point or Accumulation Area manager or alternate.
- 3.8. Problem. A brief legible description (printing is preferred) of the problem encountered.
- 3.9. Correction. A brief legible description (printing is preferred) of corrective action taken.

TIMOTHY A. PEPPE, Colonel, USAF  
Commander

- 2 Attachment
- 1. Sample - Inspection Checklist
- 2. Instructions

INSTRUCTIONS  
FOR COMPLETION OF  
INSPECTION CHECKLIST

1. This inspection checklist shall be maintained at all hazardous waste Satellite Accumulation Points (SAP) and Accumulation Areas (AA).
2. Only the current week shall be kept in these areas.
3. All SAPs will be inspected at a minimum of once a week if unused. An inspection shall be conducted prior to use if one has not been performed for that day.
4. All AAs will be inspected weekly.
5. All tanks storing hazardous waste (HW) will be inspected daily. This will include all piping into and out of the tank.
6. The inspection checklist is divided into three sections. The first section illustrates what needs to be inspected on a weekly basis; the second section illustrates what needs to be inspected on a daily basis; and the third section is the annotation of any problems or corrections made in the problem/correction blocks. The inspection sheet shall be completed as follows:
  - 6.1. Enter the appropriate Station Number (SN), if known, or type of waste in the Satellite Point block.
  - 6.2. Enter the location, i.e., building number and section in the Location block
  - 6.3. Enter the appropriate shift this particular inspection sheet is for in the Shift block. There should be one inspection sheet for each shift.
  - 6.4. Weekly Section:
    - 6.4.1. Enter the name of the individual conducting the weekly inspection in the block to the right of the INSPECTORS NAME.
    - 6.4.2. Enter the date/time of the weekly inspection in the block to right of the DATE/TIME.
    - 6.4.3. Enter a check mark in the block to the right of the items as they are inspected. If an item on the checklist has been determined not to be necessary for your area, line out that entry with a single line.

6.5. Daily Section:

6.5.1. Enter the name of the person performing the inspection to the right of the INSPECTORS NAME block and under the appropriate day of the week. At a minimum the last name of the inspector must be legible. No initials are authorized!

6.5.2. Enter the date and time that the inspection was conducted directly under the block that the inspector placed their name under the appropriate day of the week.

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6.5.3. Enter a check mark in the block under the appropriate day of the week for each item inspected. If an item on the checklist has been determined not to be necessary for your area, line out that entry with a single line.

6.6. In the PROBLEM and CORRECTION blocks, enter any problems identified and/or corrected during either the weekly or daily inspections.

7. All inspection sheets must be kept in for no less than three (3) years after completion.